

**OCEANSIDE UNION FREE SCHOOL DISTRICT**  
**145 Merle Avenue**  
**Oceanside New York 11572-2206**



It is our policy to provide equal employment to all qualified persons without regard to, among others, race, creed, color, national origin, age, disability or sexual orientation.

***PROFESSIONAL APPLICATION (Attach Resume)***

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever worked in the Oceanside Union Free School District?  Yes  No  
Have you ever interviewed in the Oceanside Union Free School District?  Yes  No  
Are you legally eligible for employment in the U.S.A.?  Yes  No  
Does your present employer know you are seeking a position in our District?  Yes  No  
Have you ever been convicted of any crime (violation, misdemeanor, or felony)?  Yes  No  
Have you ever been asked to resign from a position, denied tenure or terminated during a probationary period?  Yes  No

**NYS CERTIFICATIONS** – please list:

**TENURE** - please list any areas in which you received tenure in NYS:

**HIGHEST DEGREE EARNED** (to date) – please check:

BA  MA  MA30  MA60  MA75  Doctorate

**SALARY HISTORY:**

Please list position and salary for at least the last 3 years:

**PROFESSIONAL REFERENCES** (or attach a separate sheet):

Please include name, title, address, email address and telephone number:

**Please bring the following to your interview:**

- 1) This completed application
- 2) 2 copies of your resume
- 3) Copies of your teaching certificates or TEACH account print-out
- 4) Copies of undergraduate and graduate transcripts (if you are hired you will be required to submit official transcripts)
- 5) Copies of letters of recommendation (not required)

Completed applications for all professional positions include all the items listed above (\*packet in total is herein referred to as "application"). The school district's acceptance of your application does not obligate the district to invite you to be interviewed or to hire you. Your application will be kept on file for a period of one year, after which it will be destroyed. You must apply separately for each position you seek.

**IMPORTANT INFORMATION CONCERNING YOUR EMPLOYMENT APPLICATION\* AND THE PRE-EMPLOYMENT PROCESS**

**Reasonable Accommodations Are Available**

The pre-employment/interview process typically involves one or more interviews in the district, a writing sample and a demonstration lesson. If you require reasonable accommodations to assist you in the process described above, you should contact the Human Resources Office as soon as you are notified of an invitation to be interviewed.

**Read Very Carefully Before Signing**

I hereby acknowledge that I have read and understand the solicitations of information set forth within the employment application and pre-employment process. I also certify that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if any information is not filled in on this application form or that if any false information is furnished by me on this application form or otherwise during the pre-employment process, the school district may then reject the application. If any false information is furnished, I will then be ineligible for future employment and may be subject to criminal prosecution; and, further, that if I am employed by the school district, I may then be dismissed from employment, criminally prosecuted, and face revocation of my teaching certificate, if it is later determined that I furnished false information on this application or otherwise during the pre-employment process.

I understand that in order for the school district to determine my eligibility, qualifications, and suitability for employment, the school district will conduct a background investigation, if I am considered for an offer of employment. This investigation may include inquiry of my current and former employer(s) and educational institution(s) attended concerning any aspect of my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my dates of employment or enrollment, degree(s) attained, position(s) held, reason(s) for not rehiring (if applicable), and any other pertinent information relating to my status during my prior employment or attendance (educational institution).

I hereby give my consent for any employer or educational institution to release any information requested in connection with this background investigation. I release, hold harmless, and agree not to sue or file any claim of any kind against my current or former employer or educational institution and/or any officer or employee that in good faith furnishes written or oral references requested by this school district to complete its background investigation.

Name of Applicant: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_